

INTERAGENCY FOREIGN SERVICE NATIONAL POSITION DESIGNATION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 3 FAH-2 H-400

1. POST ABIDJAN, COTE D'IVOIRE	2. AGENCY USAID	3. POSITION NO.
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4. REASON FOR SUBMISSION				
<input type="checkbox"/> a. Reclassification: This position replaces Position(s) No. _____, _____ (Title), _____ (Series) _____ (Grade) No. _____, _____ (Title), _____ (Series) _____ (Grade)				
<input type="checkbox"/> b. New Position				
<input type="checkbox"/> c. Other (explain).				

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date
a. Post Classification Authority				
b. Other USAID/Washington OHR/PPIM	USAID Development Assistance Specialist (Strategic Information/PEPFAR), FSN-4005	FSN-12		
c. Recommended by Initiating Office	N/A			

6. POST TITLE OF POSITION (if any)	7. NAME OF EMPLOYEE
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8. MISSION OR OFFICE US Embassy/Côte d'Ivoire	c. Third Subdivision N/A
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a. First Subdivision USAID/PEPFAR/Abidjan	d. Fourth Subdivision N/A
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b. Second Subdivision Strategic Information Branch	e. Fifth Subdivision N/A
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Signature of Employee Date	10. This is a complete and accurate description of the duties and responsibilities of this position _____ N/A _____ Signature of Local Supervisor Date
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Signature of American Supervisor Date	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Foreign Service National Handbook, Chapter <u>3 FAH-2</u> H-400 standards. _____ Signature of Administrative, HR, or Executive Officer Date
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13. BASIC FUNCTION OF POSITION See attached:	
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14. MAJOR DUTIES AND RESPONSIBILITIES See attached:	
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POSITION DESCRIPTION FOR: USAID Development Assistance Specialist (Strategic Information/PEPFAR), FSN-4005

BACKGROUND:

The President's Emergency Plan for AIDS Relief (PEPFAR) began in 2003 and represents the largest national commitment ever of resources for a single disease. PEPFAR seeks to expand HIV/AIDS prevention, treatment, and care to millions of people worldwide through a multifaceted approach in more than 100 countries around the world. Currently in its second phase, PEPFAR goals are to 1) transition from an emergency response to promotion of sustainable country programs, 2) strengthen partner government capacity to lead the response to the HIV epidemic and other health demands, 3) expand prevention, care, and treatment in both concentrated and generalized epidemics, 4) integrate and coordinate HIV/AIDS programs with broader global health and development programs to maximize impact on health systems, and 5) invest in innovation and operations research to evaluate impact, improve service delivery, and maximize outcomes. Targets through 2013 include supporting treatment for at least 6 million people, prevention of 12 million new infections, and providing care for 12 million people, including 5 million orphans and vulnerable children.

In Côte d'Ivoire, the PEPFAR program has an FY2013 budget of \$130 million and is implemented by several US government agencies; the Department of Health and Human Services (Centers for Disease Control and Prevention [CDC], HRSA, and NIH), the US Agency for International Development (USAID), the Department of Defense (DOD), and the Department of State (DOS). The interagency portfolio includes approximately 35 implementing mechanisms across a range of technical areas including prevention of mother to child transmission (PMTCT), orphans and vulnerable children (OVC), HIV care and treatment, and strategic information (SI).

The US interagency group in Côte d'Ivoire has created an integrated PEPFAR Strategic Information (SI) Team (Branch), comprised of USAID and CDC SI staffs. The PEPFAR SI Branch functions as a single unit, implementing one cohesive program. Within this context, the USAID SI Branch Chief plays the lead role in providing technical direction and guidance, and in coordinating work assignments and deliverables for the interagency PEPFAR SI Branch. The work of the PEPFAR SI Branch is periodically supplemented with support from short-term technical consultants.

To ensure quality SI is available and effectively utilized in managing PEPFAR-funded activities and achieving program results, USAID/PEPFAR Côte d'Ivoire is recruiting a Senior SI Advisor to serve as the SI Branch Chief.

13. BASIC FUNCTION:

The USAID Development Assistance Specialist (Strategic Information/PEPFAR) serves as the SI Branch Chief, providing scientific and technical SI support to the overall mission of the PEPFAR Senior Management Team, the PEPFAR SI Branch, the USAID PEPFAR team, and USG partners. The Specialist functions as a focal point for SI strategy, science, and coordination for the development of SI service provision in support of PEPFAR, and in collaboration with USG efforts in HIV/AIDS prevention, surveillance, treatment, care, and other health systems strengthening programs.

14. DUTIES AND RESPONSIBILITIES:

The USAID Development Assistance Specialist (Strategic Information/PEPFAR) position includes the full range of conceptualization, collaboration, coordination, communication, data analysis and reporting, and monitoring and evaluation duties typical of a senior advisor in a key development sector of a Major overseas USAID organization:

a. Supervision and Technical Direction (25%)

The Specialist serves as Chief of the Strategic Information (SI) Branch, supervising two USAID FSN/LES professionals. Responsibilities include planning and coordinating staff selection process; providing orientation and training for staff; establishing work standards and evaluating performance; and, providing daily supervision. For the entire PEPFAR SI Branch, the Specialist also provides overall technical direction and guidance to an interagency team of nine FSN/LES staff comprising scientific professionals and support staff (including seven members from CDC). Responsibilities include: distributing tasks and deliverables among interagency staff; and, collaborating with CDC regarding work assignments and input for performance evaluations of CDC team members. For short-term SI consultants, the Specialist provides technical direction and guidance, in coordination with relevant program managers, as needed. The Specialist provides technical advice and oversight of all SI Team members in country (including surveillance, monitoring and evaluation, health management information systems, informatics, and other SI technical staff) to ensure that PEPFAR SI Monitoring and Evaluation (M&E) requirements are met on a timely basis

b. Technical Analysis, Planning, and Reporting (25%)

The Specialist provides regular and ad hoc analyses and reports of strategic information as requested, and disseminates information on progress and improvements in achieving PEPFAR targets and objectives. Based on data and best practices, the Specialist provides input regarding SI technical assistance needs and other SI issues, challenges, and opportunities, in order to inform the interagency PEPFAR planning process. The Specialist participates in all decisions related to the commitment of SI resources, including the allocation of personnel and funds, for activities related to SI technical assistance. The Specialist manages the collection, analysis, and quality assessment of technical information and data, as requested, for preparation of key documents, such as annual/semi-annual performance reports, operational plans/Country Operational Plans, Congressional Notifications, Congressional Budget Justifications, portfolio reviews, cables, Fact Sheets, etc.; and, writes reports, abstracts, articles, opinions, and makes oral presentations to disseminate operational research findings, and to advocate for SI programs and services in the region.

c. Technical Expertise and Leadership (20%)

The Specialist assists and advises the PEPFAR USAID Country Program Director (Supervisory Health Officer) and other members of the PEPFAR Executive Team on matters relating to overall SI systems development, analysis, planning, operational research, and all aspects of quality assurance to support USG priorities and objectives in Côte d'Ivoire. The Specialist coordinates, collaborates and consults on scientific and

technical issues with high-ranking officials within key Government of Côte d'Ivoire (GoCdI) ministries (including Health, Education, Social Affairs, and others), local and international public-health agencies, non-governmental organizations, and implementing partners (IPs) on the development, implementation and conduct of effective SI systems and services. The Specialist enhances SI-related working relationships among members of the PEPFAR Senior Management Team, other USG agencies (CDC, DOD, and DOS), USAID/West Africa, and USAID/Washington staff (including Agreement/Contract Officer Representatives or AORs/CORs); and, develops and maintains professional relationships with international, national, and local SI policy makers, universities and schools of public health, and key personnel in appropriate informatics and other related organizations. The Specialist provides scientific advice and consultation in devising solutions to critical problems by developing approaches consistent with current best practices; coordinates and collaborates with local and GoCdI public health officials to identify and develop the infrastructure and other resources necessary to support local SI systems; and, conceives, develops, implements, and evaluates programs and services, directs local SI program activities, and provides leadership in developing policy related to SI services and systems (data collection, cleaning, storage, analysis, management) for HIV prevention, surveillance, treatment, and care.

d. Technical Training and Capacity Building (20%)

The Specialist supports the development and strengthening of national SI capacity, knowledge, and skills in the operation and management of large data systems, particularly with regard to monitoring and evaluation (M&E) and reporting of PEPFAR activities. The Specialist performs professional work to develop the capabilities of governments, public health authorities, non-governmental organizations, and others relating to SI systems analysis and developmental planning, operational research, and all aspects of SI quality assurance; collaborates with project management and other technical and USG staff to assure adequate technical advice and assistance in the development and processing of SI systems required to support implementation of PEPFAR programs; consults on scientific training and education programs, and coordinates the development and delivery of SI training programs; and, works in collaboration with peers including USG partners, relevant host nation ministries, and regional and international non-governmental organizations to identify, develop and conduct local and regional training. The Specialist evaluates training programs for appropriate content and recommends changes to assure accurate and current scientific information; and, coordinates the development and distribution of strategic information-related educational materials and promotes the sharing of scientific information and assistance in the region.

e. Program Management (10%)

The Specialist serves as Activity Manager for MEASURE Evaluation central contract activities in Côte d'Ivoire, designed for capacity building in health information systems and monitoring and evaluation.

Performs other duties as assigned or required.

15. DESIRED MINIMUM QUALIFICATIONS:

a. Education: Work requires completion of a medical degree (MD) or a PhD in biomedical informatics, epidemiology, biostatistics, or a closely related field.

b. Experience: A minimum of seven years of progressively responsible, professional-level experience as a subject matter expert (SME) in a field related to medical strategic information (surveillance, epidemiology, informatics, bio-statistics) is required. The experience must have provided the opportunity for project design, program planning, and/or implementation; work in or experience with development-related work in international/resource poor settings; and, working with other USG agencies, host governments, other international donors, IPs, and/or NGOs. Supervisory and/or managerial experience, with responsibility for interacting with supervisors, subordinates, and professional staff from other institutes or organizations is desired. Project management and coordination experience in developing countries highly desirable.

c. Post Entry Training: Familiarization training in USAID-specific and overall Strategic Information/PEPFAR procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective, etc., will be provided. The successful completion of AOR/COR training is required and will be provided; in addition, training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds, will be provided.

d. Language Proficiency: Level IV (fluent) English language written and oral proficiency, and Level IV (fluent) written and oral proficiency in French is required.

e. Knowledge: In-depth professional-level knowledge of USG and PEPFAR development principles, concepts, and practices, especially as they relate to the assignment and to public health and PEPFAR and other target health programs in Côte d'Ivoire, is required. The Specialist must have a knowledge and understanding of the economic, political, social, and cultural characteristics of Côte d'Ivoire; and, the economic development problems, resources, resource constraints, and development prospects and priorities of Côte d'Ivoire. The Specialist must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different branches in the GoCdI, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans. The Specialist must have an in-depth knowledge of institutions, policy directions, objectives, and priorities of the GoCdI as they relate to USG and USAID and Global Fund (GFATM) activities in the sector, etc.

f. Skills and Abilities: The ability to plan, organize, manage, and evaluate USG and USAID PEPFAR and other target health and HIV/AIDS activities is required. Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior and middle-level officials in the GoCdI, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret GoCdI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project/activity plans and resolve program/project/activity implementation issues with appropriate Host-Country organizations, technical advisors, IPs, counterparts, and peers. Writing skills are required to prepare regular

and ad hoc reports, program documentation, and briefing papers. Analytical ability is required in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor program performance, and the development of periodic work plans. Skill in program/project/activity programming, policies, and plans, and in developing strategies for implementation, is desired. The Specialist must have the ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters. Good computer skills are required to manage activity goals and achievements, both technical and financial.

16. POSITION ELEMENTS:

a. Supervision Received: The USAID Development Assistance Specialist (Strategic Information/PEPFAR) works under the general supervision of the USAID Supervisory Health Officer and/or his/her designee, who provides overall objectives, suggests approaches to consider, and reviews completed reports and other assignments (in this complex Office arrangement assignments may also come from the CDC Country Director and/or the PEPFAR Country Coordinator (and/or their designees). Assignments are made orally and in writing. Specific assignments are made via work objectives, annual work plans, semi-annual work plans, daily E-mail exchanges, and weekly coordination meetings; but most work assignments develop in the normal course of the work; the Specialist is required to determine those that must be coordinated with superiors. The supervisor(s) provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.

b. Available Guidelines: Available guidelines include USG and USAID PEPFAR guidance, rules, and requirements; USAID Mission Orders (and other equivalent USG and/or CDC statements), organization strategy, and other relevant reports; the Automated Directives System (ADS); and, USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

c. Exercise of Judgment: Independent judgment is required for developing, implementing, and managing program and project activities, for reporting, and for other assignments, including providing technical and programmatic advice on PEPFAR and related USG/USAID policies to Country Coordinating Mechanisms, and USAID and USG focal points. Judgment is required to make decisions, based on careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact; the Specialist exercises good judgment, and completes work independently; and, the Specialist monitors implementation of activities and maintains accountability for results achieved.

d. Authority to Make Commitments: The Specialist exercises the authority given to senior managers, and may make administrative determinations consistent with ADS guidance and organization policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor(s) informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem; the Specialist has no independent authority to commit the USG to the expenditure of funds. The Specialist may negotiate *ad referendum* for the supervisor.

e. Nature, Level, and Purpose of Contacts: The Specialist has a full range of contacts within the Mission, at all levels, maintaining contact with contractors and grantees implementing USAID and GFATM-funded activities or projects in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, local, and other contacts vary widely with the type of activity concerned, and may be at any level – including Ministerial, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level officials of the GoCdI personnel, and with the private sector, are for the purpose of explaining and defending GFATM and USAID policies, objectives, and procedures, and to transmit and interpret GoCdI and concerns to senior USAID officials.

The Specialist occupies a high profile and important position in USG foreign assistance to Côte d'Ivoire. The Specialist provides policy recommendations as well as strategic and programmatic advice to senior PEPFAR officials (including within USAID, CDC, DOD, and the DOS) and US Embassy officials, GoCdI officials, and PEPFAR IPs. The Specialist represents PEPFAR SI programs at the highest levels in USG, GoCdI, PEPFAR, and HIV/AIDS technical meetings with partners, the donor community, and other interested parties. The Specialist is required to establish and maintain professional /relationships with senior GoCdI officials and leaders of private and non-governmental sector institutions that partner with PEPFAR in the fight against HIV/AIDS. Meetings range from factual exchanges of information on HIV/AIDS strategic information issues and strategies and programmatic guidance, to subjects that may involve significant or controversial issues and differing viewpoints, goals, or objectives.

f. Supervision Exercised: The Specialist directly supervises two USAID FSN/LES professionals, a Public Health Specialist (M&E) and a Health Information Systems Advisor. In addition, the Specialist provides technical direction and oversight, and closely monitors the work assignments of, five CDC FSN/LES professionals and two FSN/LES support staff.

g. Time Required to Perform the Full Range of Duties: One year.